



REQUEST FOR ASSISTANCE (RFA) FORM INTAKE INTERVIEW LOG

<u>Date:</u> 3/5/2018	<u>Interviewer:</u> L.K. Langley	RFA #18 – 30
<u>Name of Person(s) Requesting Assistance:</u> [REDACTED]		
<u>Contact Numbers (telephone, e-mail, etc.):</u> [REDACTED]		
<u>Status of Person(s) Interviewed (title, position, student status, etc.):</u> Student		
<u>Requested Assistance Pertaining To (name, position, policy, project, etc.):</u> [REDACTED]		

To the best of your knowledge, please fill out the following:

Interviewee Status: Male ☐ Female x Administrator ☐ Faculty ☐ Staff ☐ Student x
 Concern Regarding: Male x Female ☐ Administrator ☐ Faculty x Staff ☐ Student ☐

Category: *(Please check at least one)*

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|--|--|---|--|--|
| <input type="checkbox"/> Age | <input type="checkbox"/> Color | <input type="checkbox"/> Creed | <input checked="" type="checkbox"/> Disability | <input type="checkbox"/> Veteran Status |
| <input type="checkbox"/> Marital Status | <input type="checkbox"/> National Origin | <input type="checkbox"/> Race | <input type="checkbox"/> Religion | <input type="checkbox"/> Retaliation |
| <input type="checkbox"/> Sex/Gender | <input type="checkbox"/> Sexual Harassment | <input type="checkbox"/> Sexual Orientation | <input type="checkbox"/> Employment | <input type="checkbox"/> Genetic Information |
| <input type="checkbox"/> Gender Identity or Expression | | | | |

Time Line		
Date	Item	Comments
3/5/2018	Bias Form [REDACTED] is submitted to EOO	
3/12/18	L.K. Langley meeting with Jon McGough	<p>Langley confirmed with Jon that [REDACTED] is a DRS student. Her accommodations are note taking and extra time on exams.</p> <p>On 3/2, the proctoring coordinator in DRS resent Professor [REDACTED] information about the student's exam accommodations. This was likely done at the student's request. DRS has not had particular communication with [REDACTED] this quarter regarding any concerns on her part that she was not receiving accommodations in this class.</p> <p>Faculty notification letters are sent by DRS to professors who have students with accommodations in their classes. The letter has a link to an online testing contract regarding how exams will be administered for students with testing accommodations. This faculty member has not submitted the testing contract to DRS. Completion of the contract is necessary before DRS can administer a test and the student needs the contract to be done before they can schedule</p>

		an exam with DRS.
3/12/18, 2:38 p.m.	L.K. Langley t/c to [REDACTED]	<p>Langley spoke with [REDACTED] to learn more about the concerns expressed in the Bias Incident Report Form [REDACTED] is taking a lecture-based [REDACTED] class with Professor [REDACTED]. She has accommodations of extra time on tests, taking tests in DRS, and having a note taker. She explained that she is concerned not so much for herself, but for other students who may not receive the accommodations they are entitled to.</p> <p>[REDACTED] feels that she sent the professor several emails related to her accommodations but did not get emails back from him. The day after she submitted the Bias Incident form, she sent him a longer email stating that her DRS accommodations were not fulfilled, and he replied saying to come talk with him after class. [REDACTED] has anxiety around confrontation and was nervous about having a conversation with him. She did ask him a question after class, but did not mention being the student who sent him an email about accommodations. [REDACTED] is aware that she could have talked with the professor earlier in the quarter but did not. At the same time, she wishes she had a note taker in the class so she could focus on what the professor is saying.</p> <p>[REDACTED] has not had extra time on her tests in this class.</p> <p>She would like someone to contact the professor, but to focus on accommodating students in the future rather than to focus on her.</p> <p>[REDACTED] tried withdrawing from the class on February 28th but the deadline was the 23rd.</p>
3/12/18	Langley email to [REDACTED]	Sharing their email address and phone number so that [REDACTED] can forward emails she sent to the professor.
3/12/18, 4:40 p.m.	Langley t/c to Jon McGough	<p>Langley relayed to Jon their conversation with [REDACTED]. Jon would like to talk with the professor about responding to student emails about accommodations and completing the testing contract. Jon would like to talk with the student about the need for the student to communicate with the professor, including by talking to the faculty member in person after class or in office hours.</p> <p>The responsibility to find a note taker is on the student, and if there is difficulty finding a note taker, DRS can help.</p> <p>Jon would like to know if the student feels comfortable talking with Jon. Langley will ask the student and get back to Jon.</p> <p>Jon also said the student could take a hardship withdrawal, but he would like to speak with the student about this.</p>
3/12/18	[REDACTED] forwarded emails to Langley	[REDACTED] forwarded three emails to Langley that were from her to the professor. The first asked if he could help her find a note taker. The second asked for an extension on the [REDACTED] reviews (not referencing accommodations). The third email discussed difficulties getting her accommodations in the class, and asking if there was a way she could earn extra credit to lift her grade; the professor responded by asking her to please come see him after class today to discuss.
3/13/18	Langley t/c to [REDACTED]	<p>Langley asked if they could share the emails [REDACTED] forwarded with Jon in DRS, and if she was comfortable talking with Jon. [REDACTED] said that yes it is fine to forward the emails, and she is totally fine with talking with Jon and having Jon follow up with the professor.</p> <p>Langley conveyed that a hardship withdrawal might be possible. [REDACTED] shared that she had a hardship withdrawal last quarter and didn't think it would be possible to take another. Langley said they would talk with Jon about this so that he</p>

		could discuss it with her.
3/13/18	Langley email to Jon	Langley forwarded Jon the emails from [REDACTED] and conveying understanding that Jon will take the lead in following up with the student and professor.
3/13/18	Langley t/c to Jon	Touching base about Langley's latest conversation with [REDACTED]. Jon will talk with [REDACTED] including about hardship withdrawal. He will also talk with the professor.
3/23/18	Langley t/c to Jon	<p>Jon has had two meetings with [REDACTED], the most recent of which was yesterday. He has talked with her about obtaining her accommodations for future quarters, and she is satisfied. Jon is also going to check in with her early Spring quarter.</p> <p>Jon has emailed and called the faculty member and has not heard back. He will let Langley know if the professor does not respond, in which case Langley will follow up.</p> <p>Jon will also, separately, be addressing the issue of DRS accommodations for listening exams with the department chair.</p>